

## PUBLIC SESSIONS OF THE CULTURAL PROPERTY ADVISORY COMMITTEE

When convening to consider a new request or a proposal to extend an existing agreement, the Cultural Property Advisory Committee may elect to hold an open session, to which the public is invited for the purpose of presenting comments to the Committee on the matter at hand. The date, time, location, and focus of each public session is announced in advance in the *Federal Register*, as are all meetings of the Committee. A link to any such notice is posted on the Web site of the Cultural Heritage Center.

The following procedures will be followed:

1. Any person wishing to attend the public session (whether or not he or she plans to speak) must advise the Cultural Heritage Center **at least 7 days in advance** of the session, to allow time for suitable logistical arrangements.
2. Any person wishing to present comments to the Committee – orally or in writing – must submit a written text of his/her comments to the Cultural Heritage Center **at least 14 days in advance** of the meeting, to ensure adequate time for reproduction and dissemination of the text to Committee members.
3. Submissions of up to 5 pages in length may be sent by e-mail or fax to the Cultural Heritage Center. For submissions of more than 5 pages, 15 copies of the text must be delivered to the Center **at least 14 days before** the scheduled session.
4. Each speaker should plan to speak for no more than 5 minutes, summarizing the text already provided to the Committee. Time limits are enforced. At the Chair's discretion, additional time may be used for questions from or discussion with the Committee.
5. Regarding the content of submissions, the Committee is particularly interested in the perspectives, experiences, or professional expertise of speakers that relate to any of the four topics (referred to as “determinations”) that are central to the Committee's deliberations relating to the country in question, such as the situation of looting, efforts underway there to mitigate that problem, the illicit trade in cultural materials, the impact of import restrictions, or other relevant issues.

Please direct **all** correspondence relating to Committee business to:

The Cultural Heritage Center  
Bureau of Educational & Cultural Affairs  
U.S. Department of State  
301 4<sup>th</sup> St., SW, Room 334  
Washington, DC 20547-0001

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